

MAR 17 1954

MEMORANDUM FOR: Chief, Regulations Control Staff

SUBJECT : Reduction of Excess Annual Leave Accumulations

1. Attached hereto is a draft Notice for Headquarters [redacted] distribution which will prescribe the Agency policy for the reduction of excess annual leave accruals for U. S. [redacted] employees.

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2. It is requested that this draft be given appropriate coordination in an expeditious manner because of the immediate need for a firm policy on this subject. In this connection, I suggest that a transmittal memorandum to other offices of the Agency be prepared for my signature which will request submission of written comments or concurrence within seven days, following which will be a meeting in my office with representatives of the other offices to satisfactorily resolve any issues which may be raised.

15/
L. K. WHITE
Acting Deputy Director
(Administration)

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